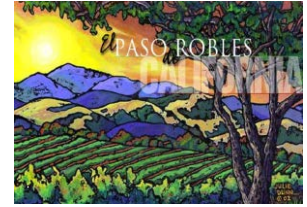




# City of Paso Robles

## POLICE OFFICER



### EXPERIENCED LATERAL TRANSFERS

SALARY: \$4540 to \$5767/month  
\$4996 to \$6308 effective 7/1/12

RETIREMENT: PERS 3% @ 55, 36 highest consecutive months

APPLICATION DEADLINE: Opened until filled

#### THE CITY:

The City of Paso Robles, a community of 30,022, is nestled in the coastal mountain range of Central California. Located close to mountains, beaches, lakes and deserts, it is home to one of the United States' greatest wine growing areas and mineral hot springs. Situated midway between Los Angeles and San Francisco, it is a gateway to thriving metropolitan areas north, south, and east.

Paso Robles offers all the amenities of family life including attractive and available housing, ample City services, state-of-the-art recreation facilities, easy access retail shopping, excellent public schools, and safe neighborhoods.

#### THE DEPARTMENT:

The Paso Robles Police Department is a modern, well-managed department in a new state-of-the-art emergency operations center, with 46 budgeted sworn personnel. Rotating specialized assignments include K-9, SWAT, Detectives and Field Training Officers. The department is committed to hiring employees who provide good customer service. Our personnel communicate courteously and responsively and provide effective and efficient service to the public and co-workers. The patrol division works a modified schedule consisting of six 12 hour days and one 8 hour day per two week work period.

#### OVERALL JOB OBJECTIVE:

Under general supervision and in cooperation with the community, perform law enforcement and crime prevention work to provide for the safety of the public.

#### TYPICAL ASSIGNMENTS/DUTIES:

Patrols a designated area of the City in a radio-equipped car, motorcycle, or on foot, for the prevention of crime and enforcement of traffic laws and regulations; directs traffic, including regulation of vehicle flow at fires, parades, and other emergencies or congested situations; prepares reports of arrests made, investigations conducted and illegal incidents observed; apprehends and arrests criminals; responds to radio and telephone dispatches and reports to scenes of disorder or crime; interacts and works with diverse groups of people within the department and community to render service and collect information; testifies in court regarding policing duties; searches and transports prisoners; collects and preserves crime scene evidence; participates in community oriented policing; uses computers for reports, communications, and information retrieval; serves warrants and subpoenas; administers first aid; performs other related duties as required or assigned.

## EMPLOYMENT STANDARDS:

- Knowledge of: Modern police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques; modern criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence; self defense tactics; interview techniques; public contact techniques; modern office methods and techniques.
- Ability to: Communicate clearly and concisely, both orally and in writing; think clearly and act quickly in emergency situations; interact and work with others appropriately and effectively in work place and community of diverse cultures, ages, genders, and socioeconomic backgrounds; use computer and related software; learn, understand, interpret and apply laws and regulations; gather and evaluate facts and evidence, draw logical conclusions and make proper recommendations; develop skill in the use of firearms; perform work requiring good physical condition; work a variety of shift schedules; show command presence; successfully complete field training programs.
- Education & Experience: Any combination of education and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth (12) grade. College level coursework in criminal justice is highly desirable.

Experience: Minimum of one year of full time experience as a peace officer with a P.O.S.T. approved California Law enforcement agency is required.

Training: Must have successfully completed a California P.O.S.T. certified basic police academy prior to appointment. Intermediate/Advanced P.O.S.T. certifications highly desirable.

- Special Requirements:

Weight should be proportional to height.

Must be 21 years or older at time of appointment.

Must be a US citizen or permanent resident alien who is eligible for and has applied for citizenship.

Must pass a background investigation, polygraph examination, psychological examination, and medical examination.

Must not have been convicted of a felony in the State of California or of an act in any other state or federal jurisdiction which would have been a felony if committed in California.

Vision must be correctable to 20/30 both eyes – normal color acuity.

Must have a valid California Class C California driver's license or higher and the ability to maintain insurability under the City's vehicle insurance policy.

## SELECTION PROCEDURE:

Applications will be reviewed for accuracy, completeness and job related qualifications. Those individuals whose applications clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process - which may be any combination of written, oral, simulation, and/or performance exams. Appointment is subject to successfully passing a pre-employment physical, psychological exam, polygraph, background, and criminal history check. Before starting work, applicants must present documentation of their identity and authorization to work in the U.S., and a D.M.V. driving record. Following appointment, an eighteen month probationary period is required as the final phase of the appointment process.

**APPLICATION PROCESS:**

Persons interested in applying for this position should request an application from:

City of Paso Robles  
1000 Spring Street  
Paso Robles, CA 93446

You may also call Human Resources at (805)227-7234, or download an application at:

[www.prcity.com/jobs](http://www.prcity.com/jobs). Resumes, while encouraged, will not be accepted in lieu of a completed application. All statements made in the application materials are subject to verification, false statements will be cause for disqualification or discharge.

ALL PERSONS EMPLOYED BY THE CITY OF PASO ROBLES ARE DESIGNATED AS "DISASTER SERVICE WORKERS" AS DEFINED IN THE CALIFORNIA GOVERNMENT CODE SECTION 3100 AND 3101.

AN EQUAL OPPORTUNITY EMPLOYER.  
WOMEN, MINORITIES, AND HANDICAPPED INDIVIDUALS ARE ENCOURAGED TO APPLY.  
THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE A CONTRACT.

**Benefits:**

VACATION:	10 days, increasing to 20 days annually after 13 years.
SICK LEAVE:	12 days per year
HOLIDAYS:	12 days per year
INSURANCE:	Health, Dental & Vision, City pays 100% of employee premium
RETIREMENT:	Public Employee's Retirement System, 3% @ 55, 36 highest consecutive months, with the employee paying the 9% employee contribution; the City also participates in Social Security
LIFE INS:	\$40,000 for employee only
UNIFORM ALLOWANCE:	\$800.00 per year
COMP TIME:	Employee has the option of accruing up to a maximum of 180 hours compensatory time off in lieu of paid overtime
EMPLOYEE ASSISTANCE PROGRAM:	The City pays 100% of the cost of this program for you and your family
POST CERTIFICATE PAY:	Additional 2.5% over base pay for Intermediate Certificate Additional 1% over base pay for Advanced Certificate
BILINGUAL PAY:	\$100 per month
FITNESS PAY:	\$50 per month